

FAA-STD-030  
September 23, 1985



**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
STANDARD**

PREPARATION OF PROCUREMENT REQUEST PACKAGE

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### Foreword

This standard describes the procedure for preparation of inputs to the Procurement Request Packages by Project Managers for use by the Acquisition and Materiel Services directorate. It is applicable to negotiated procurements in support of the National Airspace System (NAS) Plan for Facilities, Equipment (F&E) and Associated Development.

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## 1. SCOPE

1.1 Scope. This standard sets forth requirements and guidelines the Project Manager shall use when preparing inputs to procurement request packages. The inputs prepared in accordance with the requirements of this standard shall, in conjunction with other procurement requirements, define the project requirements that offerors/bidders must act upon (or propose) when responding to solicitations for systems, equipments and/or services. This standard is in support of the National Airspace System (NAS) Plan for facilities and equipment (F&E).

1.2 Purpose. This standard establishes a uniform format and provides a general outline of the content to be included in procurement request package inputs provided by Project Managers.

1.3 Classification. The procurement request package inputs are divided into ten segments. The segments are classified as follows:

- a. Procurement request form.
- b. Delivery schedule.
- c. Document listing.
- d. Transportation.
- e. Statement of work (SOW).
- f. Data exhibit.
- g. Procurement documentation (item specification or purchase description).
- h. Preparation instructions for the technical proposals.
- i. Proposal evaluation factors.
- j. Clearances, approvals and other data required.

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## 2. APPLICABLE DOCUMENTS

2.1. Government documents. The following documents of the issue in effect on the date of solicitation, form a part of this standard to the extent specified herein.

### SPECIFICATIONS:

#### FAA

FAA-G-1210	Provisioning Technical Documentation
FAA-G-1375	Spare Parts-Peculiar for Electronic, Electrical and Mechanical Equipment
FAA-D-2494	Technical Instruction Book Manuscript: Electronic, Electrical and Mechanical Equipment, Requirements for Preparation of Manuscript and Production of Books

### STANDARDS:

#### FAA

FAA-STD-005	Preparation of Specification Documents
FAA-STD-013	Quality Control Program Requirements
FAA-STD-016	Quality Control System Requirements
FAA-STD-018	Computer Software Quality Program Requirements
FAA-STD-021	Configuration Management (Contractor Requirements)
FAA-STD-026	NAS Software Development
FAA-STD-031	Preparation of Statement of Work

#### Military

MIL-STD-963	Data Item Descriptions (DID), Preparation of
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### OTHER PUBLICATIONS:

FAR SUBPART 15.7	Federal Acquisition Regulation, Subpart 15.7, Make or Buy Program
DD FORM DD1423	Contractor Data Requirements List

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DD FORM 1664	Data Item Description
DOT F 4200.1	Procurement Request Form
DOT F 4200.2	Procurement Request - Continuation Sheet
DOT Order 4400.6	Evaluation of Solicited Technical Proposals
FAA Order 4400.42	Preparation and Approval of Procurement Requests
DOD 5000.19-L	Acquisition Management Systems and Data Requirements Control List
DOD 5010.12	Management of Technical Data

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### 3. REQUIREMENTS

3.1 General. The procurement request package segments defined herein shall be applied to all acquisitions for systems, equipment and services required in support of the NAS. The requirements shall be reviewed and applied appropriately to obtain the minimum acceptable response to the solicitation.

3.1.1 Package segments. Segments of the procurement request package inputs shall be included in all procurement requests as follows:

- a. DOT F 4200.1, Procurement Request Form and DOT F 4200.2, Procurement Request - Continuation Sheet.
- b. Delivery schedule.
- c. Document listing.
- d. Transportation. (as applicable to items and service)
- e. Statement of Work.
- f. Data exhibit.
- g. Item specification.
- h. Instructions to offeror for preparation of technical proposals.
- i. Proposal evaluation factors.
- j. Clearances, approvals and other data required.

### 3.2 Detail requirements.

3.2.1 Procurement request forms. Instructions for preparation of the forms are contained on the reverse side of DOT F 4200.1 and are self-explanatory. Figures 1 and 2 demonstrate entries on the form. The following instructions are supplemental to and shall be included as part of the procurement request:

- a. Each procurement request shall include a statement of essential need justifying the requested purchase.

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- b. Notes may be included in Column B, item 9 to aid and assist in the approval of the request or to provide assistance to the contracting officer. Typical notes may identify applicable paragraphs, requests for samples, and special warranties.
- c. The forms shall be used to list the items of supplies and services to be provided by contractors. Each entry on the form shall be assigned a line item number in column 9a. Entries shall reference the specification and the SOW (and also their applicable paragraphs when part of the specification is being procured). If different configurations (part numbers) of the same system or equipment are ordered, each configuration shall be entered under a separate line entry.

**3.2.2 Delivery schedule.** A delivery schedule shall be established for each deliverable line entry on the Procurement Request Form. Each delivery shall be defined in the schedule when multiple deliveries for the item, supply or service are required. Delivery schedule dates shall be expressed in terms of a common starting point (such as x days after contract award or x days before or after a specific program milestone). Figure 3 provides an example of this segment of the procurement request package and demonstrates possible entries. The schedule shall identify the following:

- a. Line item number.
- b. Quantity
- c. A delivery schedule for each line item of the Procurement Request Form.

**3.2.3 Document listing.** The document listing shall include all documents directly referenced in the procurement request package. The document listing shall follow the format as defined by FAA-STD-005. Figure 4 provides an example of the listing and shall contain the following:

- a. Document number, revision and date.
- b. Order of precedence of the documents.
- c. Document title.
- d. Where the documents may be obtained.

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3.2.4 Transportation. This segment shall list the free on board (f.o.b.) point for all items, supplies and services. The items, supplies and services shall be identified with the same line item number, quantity and nomenclature as shown on the procurement request form. If the listed items, supplies or individual line items require delivery to different destination points, the quantities shall be identified for each point. A table may be used to define multiple destination points. Figure 5 provides an example of this segment and demonstrates the various possible entries. If all items are to be delivered to one destination point, enter the destination point in Block 6 of DOT F 4200.1 instead of preparing a separate listing.

3.2.5 Statement of Work (SOW). The Statement of work shall be prepared in accordance with FAA-STD-031.

3.2.6 Data exhibit. If deliverable data is required, the data exhibit shall be prepared in accordance with the requirements of MIL-STD-963, DOD 5010.12, and DOD 5000.19-L. The data exhibit is prefaced with general requirements for data such as micrographics requirements, methods of delivery, rights in data and other such requirements better defined in the aggregate than in individual requirements. The data exhibit shall contain the contract data requirements list (CDRL) (DD Form DD1423) and the data item descriptions (DD Form 1664). All deliverable data shall appear in the CDRL and shall not be repeated in the purchase request form.

3.2.7 Procurement documentation. The procurement documentation shall consist of either an item specification or a purchase description.

3.2.7.1 Item specification. The item specification shall be prepared in accordance with the requirements of FAA-STD-005. The specification shall clearly and accurately describe the essential technical requirements and the procedures by which it will be determined that the requirements have been met.

3.2.7.2 Purchase description. A purchase description may be used in lieu of a specification document under the limited conditions defined by the Federal Procurement Regulations, 1-1.307.1 through 1-1.307.5. A purchase description will set forth the minimum acceptable physical and functional characteristics required for competitive commercial products. Purchase descriptions shall not specify a product having features which are peculiar to the product of only one manufacturer, producer, or distributor, and thereby preclude consideration of a product of another company, unless it has been determined that those particular features are essential to the Government's requirements, and that similar products of other companies lacking those features would not meet the minimum requirements for the item. Generally, the minimum acceptable purchase description is the identification of a requirement by use of brand name

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followed by the words "or equal." This technique may be used only when an adequate specification or more detailed description cannot feasibly be made available in time for the procurement under consideration. (See Appendix III for outline and form.)

**3.2.8 Instructions to offeror for preparation of proposals.** The intent of this segment is to describe the required content of the proposal to be submitted by the offeror/bidder in response to the solicitation. The segment shall be applied to all major procurements of systems, equipment and services. The content shall be specific and sufficiently detailed to assure that contractors responding to the solicitation will provide the necessary information for fair assessment of their proposals. The instructions shall address all components of the procurement request package including references to applicable paragraphs of the item specification and SOW defining the requirements specified therein. Appendix I provides the format and general content for preparing the segment. Appropriate paragraphs may be added to or deleted as necessary to define the required information to meet the project requirements.

**3.2.9 Proposal evaluation factors.** This segment shall be included in the solicitation to describe how the government will evaluate the proposals. The factors shall specify the areas and paragraphs within each procurement request package component to which the bidders must respond. This segment shall clearly state the evaluation factors, including price or cost and any significant subfactors that will be considered in making the source selection and their relative importance. This segment shall inform the offerors of minimum requirements that apply to particular evaluation factors and significant subfactors. Appendix II provides a format and general content for preparing the factors. Appropriate paragraphs may be added to or deleted as necessary to define the required information to meet the program phase.

**3.2.10 Clearances, approvals, and other data.** The Project Manager shall provide for clearances, approvals, and other data required, as described in FAA Order 4400.42, to assist the contracting officer and expedite the preparation of the solicitation.

- a. An independent Government estimate for all acquisitions in excess of \$25,000 is required by the Transportation Acquisition Regulation (TAR). This estimate shall include, to the extent applicable, the major cost areas of labor (by category), materials, travel, consultant, computer usage, etc. The level of detail and rationale for the estimate shall be commensurate with the complexity and value of the acquisition. Any prior cost experience the Government has had in buying the same, or like items, shall be referenced.

**3.3 Checklist for deliverable items.** A Checklist is provided in Figure 6 for guidance in identifying the deliverable items.

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#### 4. QUALITY ASSURANCE REQUIREMENTS

This section is not applicable to this standard.

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5. PREPARATION FOR DELIVERY

This section is not applicable to this standard.

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## 6. NOTES

6.1 Definition of acronyms and terms. The following are definitions of acronyms and uniquely applied terms used in this standard. The terms shall be interpreted in accordance with the definitions shown.

6.1.1 Acronyms.

ATP	Acceptance Test Procedures
ARTS IIIA	Automated Radar Terminals Systems IIIA
CDR	Critical Design Review
CDRL	Contractor Data Requirements List
EMI	Electromagnetic Interference
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulations
F&E	Facilities, Equipment & Associated Development
FOB	Free on Board
ILS	Integrated Logistics Support
LSA	Logistic Support Analysis
LSAR	Logistic Support Analysis Report
MTBF	Mean Time Between Failure
MTTR	Mean Time to Repair
NAIS	National Airspace Integrated Logistics Support
NAS	National Airspace System
NPL	Numerical Parts List
PCB	Printed Circuit Board
PDR	Preliminary Design Review
PDT	Provisioning Technical Documentation
PROM	Programmable Read Only Memory
QCFP	Quality Control Program Plan

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QCSP	Quality Control System Plan
RFI	Radio Frequency Interference
ROM	Read Only Memory
SOW	Statement of Work
SPTD	Supplementary Provisioning Technical Document

6.1.2 Terms. The terms shall be interpreted in accordance with the definitions shown.

- a. Non-personal contracts. The requirement of contractor support identified as independent of material procurement. The deliverable product (work performed) is managing a program or accomplishing specific tasks in support of a program without supervision by the Government during the work performance.
- b. Major procurement. Major procurement shall be as defined in OMB Circular No. A-109, DOT Order 4200.14, FAA Order 1810.1, FAA Order 4400.42.
- c. Provisioning technical documentation (PTD). That documentation furnished by contractors for the purpose of identification, determination of spares requirements, cataloging and contractual formalization of items to be procured through the provisioning process. When used in this standard, provisioning technical documentation includes, but is not limited to, provisioning lists, associated drawings, item identifications, master patterns and read only memory devices (ROMs), as specified in the contract or order.
- d. Supplementary provisioning technical documentation (SPTD). Technical data used to describe parts/equipment and consists of data such as specifications, standards, drawings, photographs, sketches and descriptions, and the necessary assembly and general arrangement drawings, schematic diagrams, wiring and cable diagrams, et.al, needed to indicate the location and function of the item.

READ INSTRUCTIONS ON REVERSE NO CARBON REQUIRED PAGE 1 OF 2 PAGES

DEPARTMENT OF TRANSPORTATION				PROCUREMENT REQUEST NO.	
<b>PROCUREMENT REQUEST PROCESS RAPIDLY</b>				DATE RECEIVED	
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT				2. TYPE OF REQUEST (Circle one)	
3. ORIGINATING OFFICE DATA				A. <input checked="" type="checkbox"/> NEW REQUEST	
4. ADDITIONAL INFORMATION (To complete on back of form, refer to para. 10)				B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____	
				C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____	
5. APPROVALS				6. COMMENTS AND DESTINATION	
APPROVING OFFICIALS		ROUTING SYMBOL	DATE	INTERNAL ROUTING	
(11)		(12)	(13)	INITIALS	ROUTING SYMBOL
(11) AUTHORIZED REPRESENTATIVE				(14)	(15)
(12) ACCOUNTING CERTIFICATION OFFICER					
(13)					
(14)					
				7. SAFETY REQUIRED	
				See Attached FOB Point	
				8. DELIVERY SCHEDULE	
				See Delivery Schedule	
				9. COMMERCE PLANNING PROPERTY	
				<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "YES," see par. 8 of instructions on reverse.)	
9. DESCRIPTION OF ITEMS OR SERVICES					
ITEM NO. (16)	ITEM OR SERVICE (Include Specifications and Special Instructions) (17)	QUANTITY (18)	UNIT (19)	ESTIMATED COST	
				UNIT (20)	AMOUNT (21)
1	ST80D34-1 Power Supply  (Per equipment specification number 123, revision per Document List.  NOTE: Paragraphs identified herein refer to paragraphs in ST80D34-1	1	@	200	200
				TOTAL ESTIMATED COST	
				\$	
10. ACCOUNTING DATA					

FORM DOT F 4200.1

Figure 1  
DOT F 4200.1, Procurement Request Form (Example)

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NO CARBON REQUIRED

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DEPARTMENT OF TRANSPORTATION PROCUREMENT REQUEST - CONTINUATION SHEET				PROCUREMENT REQUEST NO.	
9. DESCRIPTION OF ITEMS OR SERVICES					
ITEM NO. (a)	ITEM OR SERVICE / (Include Specifications and Special Instructions) (b)	QUANTITY (c)	UNIT (d)	ESTIMATED COST	
				UNIT (e)	AMOUNT (f)
2	Operation and Maintenance Manual (Per Statement of Work XXX Revision : No Change)	10	@	25	250
3	(No part no.) Cable, Power, Supply, 10 ft. in length  (Per equipment specification XXX revision B, per Document List)	1	@	N/C	N/C

FORM DOT F 4200.2 (1-79)

Figure 2  
DOT F 4200.2, Procurement Request-Continuation Sheet (Example)

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REQUIRED DELIVERY SCHEDULE		
ITEM NUMBER	QUANTITY	WITHIN DAYS AFTER DATE OF CONTRACT
1	1	60
2	3	45

Figure 3  
Delivery Schedule (Example)

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Document Listing

1. SCOPE

1.1 Scope. This segment lists the documents that are listed in the procurement request package.

2. APPLICABLE DOCUMENTS

2.1 Government documents. The following documents of the exact issue shown, form a part of the procurement request package to the extent specified herein.

SPECIFICATIONS:

FAA

FAA-ER-130-005E  
August 1984

Advanced Automation System

FAA-G-1210d  
August 14, 1981

Provisioning Technical Documentation

Military

MIL-STD-1521B  
January 21, 1985

Technical Reviews and Audits for Systems,  
Equipment and Computer Programs

STANDARDS:

FAA

OTHER PUBLICATIONS:

Regulations

2.2 Non-Government documents. The following documents of the exact issue shown, form a part of this procurement request package to the extent specified herein.

STANDARDS:

Figure 4  
Document Listing (Example)  
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2.3 Availability of documents. A limited number of copies of the FAA specifications may be obtained from the Contracting Officer in the Federal Aviation Administration office issuing the request for proposal. Requests shall fully identify the material desired and identify the request for proposal, contract number or other use to be made of the requested material. Other listed publications may be obtained as indicated.

- a. Federal specifications and standards. General Services Administration Business Service Center in Atlanta, GA; Seattle, WA; Boston, MA; Chicago, IL; Denver, CO; Fort Worth, TX; Kansas City, MO; Los Angeles, CA; New York, NY; San Francisco, CA and Washington D.C.
- b. Military specifications and standards. Naval Publications and Forms Center, 5801 Tabor Ave., Philadelphia, PA 19120
- c. Federal Communications Commission (FCC) Publications. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
- d. National Fire Protection Association (NFPA) Publications. National Fire Protection Association, 470 Atlantic Avenue, Boston, MA 02210
- e. American National Standards Institute (ANSI) Standards. American National Standards Institute Inc. 1430 Broadway, New York, NY 10018
- f. National Electric Manufacturers Association (NEMA) Publications. National Electrical Manufacturers Association, 2101 L Street N.W., Washington D.C. 20037

(MIL-STD-1521B is currently in the process of formal military coordination. Any notes limiting their use prior to formal military approval do not apply to this effort)

Figure 4 (Concl)  
Document Listing (Example)  
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- a. Contract line items 1, 5, 7 shall be delivered, f.o.b. origin, contractors facility, to FAA Depot, Oklahoma City, OK, 73125
- b. Contract line items 2, 3, 4, 6 shall be delivered, f.o.b. destination, to the following locations:

<u>CONTRACT</u> <u>LINE ITEM</u>	<u>ITEM DESCRIPTION</u>	<u>DESTINATION</u>
2	Spare Parts	FAA Aeronautical Center P.O. Box 25082 6500 S. MacArthur Blvd., Oklahoma City, OK, 73125 Attention: Receiving Dock, Mark for: Operation Stock.
3	Reprocurement Data Package	FAA Headquarters, ALG-320 Washington, D.C., 20591
4	Provisioning Parts List	FAA Depot, AAC-480 Oklahoma City, OK, 73125
6	ARTS-IIIA	Washington National Airport, 20001

Figure 5  
Transportation (Example)  
Delivery of Items to Different Points  
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Contract line item 4 shall be delivered, f.o.b. destination, to the following locations

<u>QUANTITY</u>	<u>LOCATION</u>
1	FAA Depot, AAC-480 Oklahoma City, OK, 73125
3	FAA Headquarters, ALG-320 Washington, D.C., 20591

Figure 5 (concl)  
Transportation (Example)  
Delivery of Individual Line Item  
Quantities to Different Locations  
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This list is provided for guidance only and should not be interpreted as being complete.

1. System or equipment (including packing and packaging or shipping).
  - a. Hardware
  - b. Computer software
    - 1) Operating system
    - 2) Assembler
    - 3) Compiler
    - 4) Source code
    - 5) System/equipment diagnostics
    - 6) Module diagnostics
2. Installation.
  - a. Kits
  - b. Effort
  - c. Documentation
    - 1) Site survey reports
    - 2) Installation plan
    - 3) Site installation report
    - 4) Installation drawings (as installed)
    - 5) Software
3. Integrated logistics support.
  - a. Management effort
  - b. Documentation, National Airspace Integrated Logistics Support (NAIS)
    - 1) Offeror's integrated logistics support (ILS) plan
    - 2) Offeror's training plan
    - 3) Logistics support analysis record (LSAR)

Figure 6  
Checklist for Deliverable Items  
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- c. Supplementary provisioning technical documentation (SPTD).
  - 1) Engineering drawings
  - 2) Master patterns
  - 3) Plan views of parts layout
  - 4) Vendor data
  - 5) Program data for ROMS/PROMS
  - 6) Special tool specification and drawings
  - 7) Test equipment specifications and drawings
  
- d. Provisioning technical documentation (PTD).
  - 1) Provisioning parts list
  - 2) Numerical parts list
  - 3) Long-lead time items list
  - 4) Common and bulk items list
  - 5) Tool list
  - 6) Installation material list
  - 7) Parts peculiar list
  - 8) Post conference list
  - 9) Short form provisioning list
  - 10) Initial support item list
  - 11) Field spares list
  - 12) Repairable items list
  
- e. Test/support equipment.
  - 1) Automated test equipment including software programs
  - 2) Software test equipment and programs
  - 3) Test/support equipment
  - 4) Special tools
  
- f. Instruction manuals.
  - 1) Hardware
    - (a) Operators manual
    - (b) Maintenance manuals
  
  - 2) Computer programs
    - (a) User manuals
    - (b) Maintenance manuals

Figure 6 (Cont)  
Checklist for Deliverable Items  
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- g. Supply support
  - 1) Spare parts peculiar
  - 2) Field spares
  - 3) Tools
  - 4) Test equipment
  - 5) Repair parts
  
- h. Dedicated repair service (usually a contract requirement or option for contractor repair of unserviceable repairables through the FAA Depot).
  - 1) Repairable items list
  - 2) Spare parts inventory lists (bonded storage)
  - 3) Repair data for trend analysis
  
- i. Contractor maintenance (usually a contract option for maintaining the operating system after accepted by the Federal Aviation Administration (FAA)).
  - 1) Repair data for trend analysis
  - 2) Spare parts inventory lists (bonded storage)
  
- j. Task analysis.
  - 1) Task analysis listings of all tasks required to operate and maintain the equipment.
  
- k. Training Program.
  - 1) Development Effort
    - (a) Job task analysis
    - (b) Course design guide preparation
    - (c) Contract training plan
    - (d) Training proposal
  
  - 2) Conduct of training
    - (a) Environment/equipment requirement
    - (b) instructional support quality
    - (c) Schedule of classes

Figure 6 (Cont)  
Checklist for Deliverable Items  
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- 3) Documentation and Validation
  - (a) Lesson plan
  - (b) Student progress
  - (c) Testing
  - (d) Validation reporting
1. Software (usually a contract option).
  - 1) Software programs to interface with existing FAA automatic test equipment.
4. Test program activities documentation.
  - a. Test program plan
  - b. Test procedures
  - c. Test reports
5. Reliability program activities.
  - a. Reliability program
  - b. Documentation
    - 1) Reliability program plan
    - 2) Reliability status report
    - 3) Failure reporting, analysis, and corrective action
    - 4) Reliability model
    - 5) Allocation report
    - 6) Predictions report
    - 7) Failure modes, effects and criticality analysis report
    - 8) Reliability critical items
    - 9) Environmental stress screening
    - 10) Reliability qualification test program
    - 11) Production reliability acceptance test program
    - 12) Sneak circuit analysis report
    - 13) Parts program
    - 14) Effects of functional testing, storage, handling, packaging, transportation and maintenance

Figure 6 (Cont)  
Checklist for Deliverable Items  
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6. Maintainability program.
  - a. Management effort
  - b. Documentation
    - 1) Program plan
    - 2) Maintainability analysis report
    - 3) Design tradeoff report
    - 4) Maintainability prediction
    - 5) Maintainability status reports
7. Project management program.
  - a. Management effort
  - b. Documentation
    - 1) Project management plan
    - 2) Project status reports
    - 3) Project schedules/constraints charts
8. Configuration management program.
  - a. Management effort
  - b. Documentation
    - 1) Configuration management plan
    - 2) Contract item descriptions
    - 3) Interface control documents
9. Reprourement data package.
  - a. Drawings
    - 1) Assembly
    - 2) Subassembly
    - 3) Schematics
    - 4) Wire lists
    - 5) Assembly parts list
    - 6) Numerical parts list (NPL)
    - 7) Interconnection wiring diagram

Figure 6 (Cont)  
Checklist for Deliverable Items  
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- 8) Printed circuit boards (PCB) artwork
- 9) Parts (electronic components, mechanical parts & hardware, sheetmetal & PROMS)

b. Specifications

- 1) B-specifications
- 2) C-specifications
- 3) Module specifications
- 4) Subcontract specifications
- 5) Overall computer program description
- 6) Computer program functional specifications
- 7) Program design specifications
- 8) Software design data
- 9) Data base table design specifications
- 10) Software test procedures

c. Production test documents

- 1) Acceptance test procedures (ATP)
- 2) Commercial test equipment as called out in test procedures

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## APPENDIX I

### 10. INSTRUCTIONS TO OFFEROR FOR PREPARATION OF PROPOSALS

10.1 Scope. This appendix provides a standard format and general content to be used for preparing instructions to offeror for preparation of proposals. The requirements defined herein are applicable to all major procurement requests initiated for acquisition of items and supplies for the NAS.

10.2 Applicable documents. Documents referenced herein are identified in section 2 of this standard.

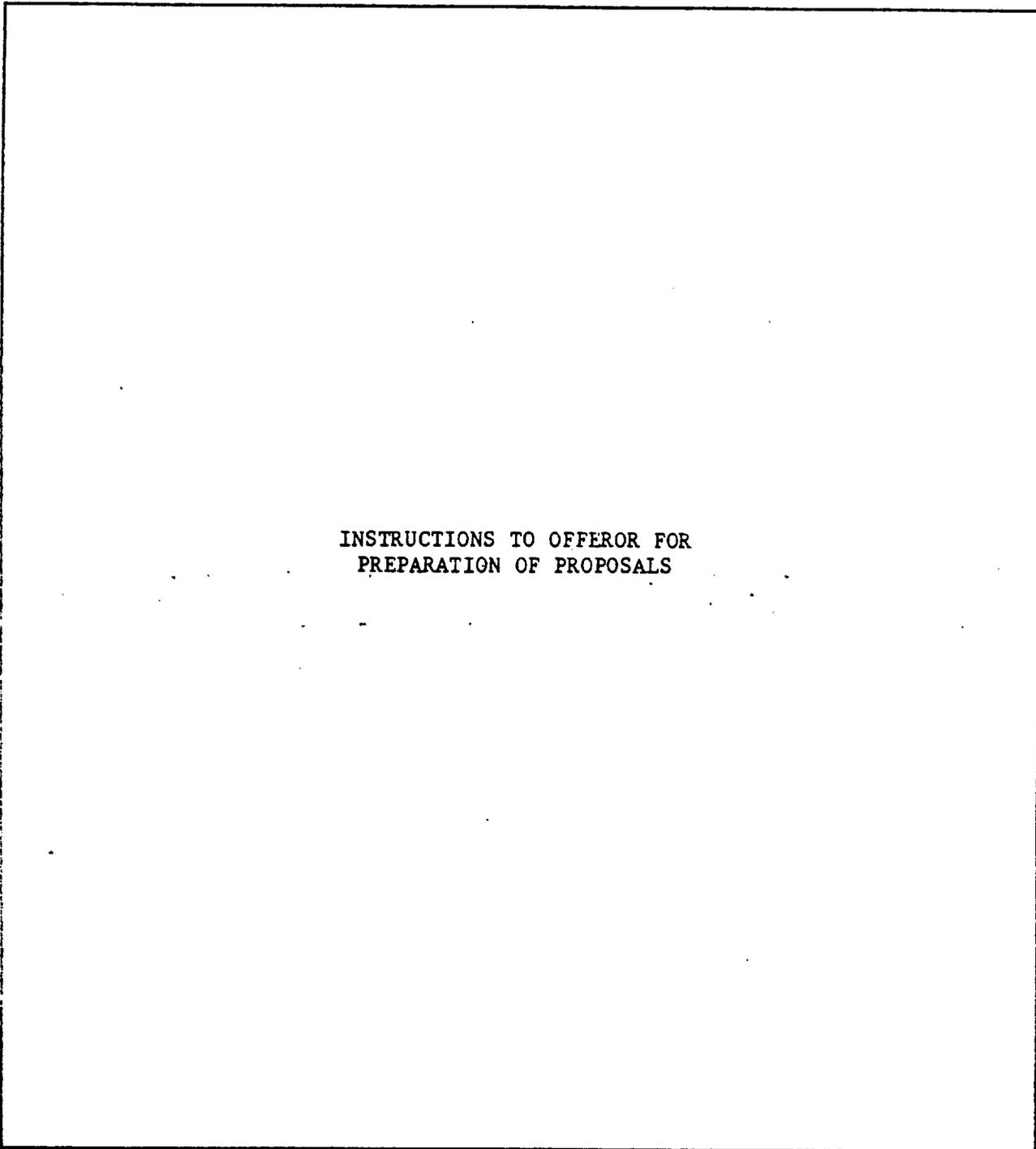
10.3 Requirements. This appendix provides the format and general content required to prepare the proposal preparation instructions. Paragraphs and/or data may be added or deleted as required to define the requirements for the specific procurement request package. The format is primarily designed for acquisition of systems and equipment and shall be extensively revised to suit the needs of non-personal contracts. The format is contained herein as Figure 7.

10.4 Quality assurance provisions. This section is not applicable to this standard.

10.5 Preparation for delivery. This section is not applicable to this standard.

10.6 Notes. Definitions of acronyms and terms referenced herein are contained in section 6 of this standard.

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## 1. SCOPE

1.1 Scope. This segment contains instructions to offerors for preparation of the proposal offered in response to the solicitation for (ENTER THE SYSTEM/EQUIPMENT SPECIFICATION AND/OR SOW NUMBERS AND TITLES).

## 2. APPLICABLE DOCUMENTS

2.1 General. Documents referenced herein are in accordance with the document listing.

## 3. REQUIREMENTS

3.1 General. The proposal offered in response to the solicitation shall provide insight into the supplier's understanding of what is required, the approach and the general procedures that shall be used to provide that which is required. The proposal shall be sufficiently detailed, specific and complete to enable the FAA to thoroughly evaluate the proposal to determine whether the specified requirements are met without recourse to, or discussion with, the offeror. The text may reference required information if the information is contained in readily available text other than what is prepared by the offeror. When such data is referenced the source shall be identified by title and author. All information referenced in the text and prepared by the supplier shall be included in the proposal either directly, by appendices or attachments to the proposal. The proposal shall be presented in three major sections. The requirements for each section are described herein. The sections shall be titled as follows:

- a. Technical Proposal.
- b. Business Management Proposal.
- c. Cost Proposal

3.1.1 Proposal structure. The proposal shall be structured in the same order as the statement of work. Paragraphs of the proposal shall be directly related to and identified with the same numbers as in the statement of work. Paragraphs that are not referenced in the proposal shall be identified by number and title with the notation N/A (Not Applicable) to indicate that the requirements in the paragraph were reviewed. A cross reference index between the item specification paragraphs and the SOW paragraphs shall be included.

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### 3.2 Technical proposal requirements.

3.2.1 General. The technical proposal shall contain a comprehensive description of the proposed (ENTER THE ITEM SPECIFICATION TITLE). The technical proposal shall be sufficiently detailed to clearly demonstrate a thorough understanding of all technical and manufacturing requirements.

The following are considered on receipt of offeror's proposal and may result in rejection of the proposal: statements that the offeror understands and will comply; statements paraphrasing the specification, SOW and/or data exhibit or parts thereof, and/or phrases such as "standard procedures if employed" or "well known techniques if used." It is realized that all technical factors cannot be thoroughly detailed in advance, but the offeror shall provide maximum information relative to his approach to the (ENTER THE ITEM SPECIFICATION NUMBER) and shall define the engineering methods, controls, and techniques for design, development, manufacturing, testing and installing the (ENTER THE ITEM NOMENCLATURE) to receive a fair evaluation using the Technical Proposal Evaluation Criteria.

3.2.1.1 Data. Data previously furnished to the FAA for similar proposals will not be considered by the FAA for this proposal. All offeror/bidder data shall be incorporated in, or submitted with the proposal. Block diagrams, drawings, sketches, charts and tables of data shall be included in the proposal as appropriate to present a clear, concise and complete proposal.

3.2.1.1.1 Proprietary data. Any data that may contain trade secrets, copyright data, and/or financial information which the offeror or his proposed subcontractors do not want disclosed for any purpose other than the evaluation of the proposal shall be clearly marked on each page and identified in a separate section of the proposal.

3.2.2 Detail requirements. The technical proposal shall be organized into three major areas which are: Area 1, Technical Approach; Area 2, System Technical Planning; and Area 3, Quality Program Requirements. Each of the areas shall be appropriately divided into individual volumes of text which speak to specific areas of responsibility. The technical proposal volumes shall be consecutively numbered and titled to identify the coverage within each volume (e.g., Volume 1, Central Processor).

3.2.2.1 Area 1, Technical approach. Area 1 text shall address the requirements specified in (ENTER THE ITEM SPECIFICATION NUMBER AND APPLICABLE PARAGRAPH NUMBERS). The text shall be segregated into (ENTER THE NUMBER OF REQUIRED VOLUMES OF TEXT) volumes. Each volume of text shall comply with the following requirements:

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3.2.2.1.1 Volume 1, Technical approach. Volume 1 shall describe the offeror's approach to the requirements specified in (ENTER THE ITEM SPECIFICATION NUMBER AND APPLICABLE PARAGRAPH NUMBERS). Problem areas and proposed solutions shall be identified. Additions/deletions/problems with interface requirements identified in the Item specification shall be included. (ENTER ALL OTHER REQUIRED INFORMATION AS NECESSARY TO DESCRIBE THE REQUIREMENTS AND DESIRED CONTENT OF THIS VOLUME).

3.2.2.1.2 Volume 2, Technical concepts. Overall system concepts for the (ENTER THE ITEM SPECIFICATION NUMBER) shall be discussed. Functional block diagrams, illustrations, and other supporting data shall be included to clearly illustrate the offeror's conceptual interpretation of the (ENTER THE ITEM SPECIFICATION NUMBER) and its capability to meet required system performance, operational reliability, maintainability and environmental factors such as Electromagnetic Interface (EMI) and Radio Frequency Interference (RFI). The proposal shall include the predicted system performance such as estimated reliability and maintainability prediction data and the approach to identification, development, and fabrication, of critical (ENTER THE ITEM SPECIFICATION NUMBER AND APPLICABLE PARAGRAPH NUMBERS) components.

3.2.2.2 Area 2, System technical planning. The offeror shall provide a system level engineering analysis of the overall major functional requirements of the (ENTER THE ITEM SPECIFICATION NUMBER AND APPLICABLE PARAGRAPH NUMBERS). The offeror shall discuss his plans for implementing and achieving the requirements stipulated in the item specification. The discussion shall include the offeror's definition of and the plan for implementing program goals and objectives. The discussion shall include his approach for identification, development and fabrication of critical components and the plan in conjunction with the applicable documents, to achieve and demonstrate the capabilities of (ENTER THE ITEM SPECIFICATION NUMBER). The methods for developing and implementing plans to identify key technical characteristics of the (ENTER THE NOMENCLATURE OF THE ITEM) to meet requirements specified in (ENTER THE ITEM SPECIFICATION NUMBER) shall be included.

3.2.2.2.1 Volume (ASSIGN CONSECUTIVE VOLUME NUMBER), Technical planning. This volume shall be comprised of eight sections prefaced with appropriate overall conceptual analysis. Each section shall satisfy the requirements of the following respective subparagraphs:

3.2.2.2.1.1 Section 1, Safety. This section shall describe the provisions for safety of operation of the (ENTER THE ITEM NOMENCLATURE) as specified in paragraphs (ENTER THE ITEM SPECIFICATION NUMBERS AND THE APPLICABLE PARAGRAPH NUMBERS).

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3.2.2.2.1.2 Section 2, EMI/RFI. This section shall demonstrate the offerors understanding and control of EMI and RFI as specified in (ENTER ITEM SPECIFICATION NUMBER AND APPLICABLE PARAGRAPH NUMBERS).

3.2.2.2.1.3 Section 2, Reliability. This section shall describe the methods and procedures for complying with the requirements of the SOW (ENTER THE APPLICABLE PARAGRAPH NUMBERS) and (ENTER THE ITEM SPECIFICATION NUMBER AND APPLICABLE PARAGRAPH NUMBERS). This section shall contain preliminary reliability analysis and predictions for the (IDENTIFY THE ITEM NOMENCLATURE). The Mean Time Between Failure (MTBF) identified in (ENTER THE ITEM SPECIFICATION NUMBER AND APPLICABLE PARAGRAPH NUMBERS) shall be reviewed and problems identified that may prevent the achievement of the specified MTBF's. Proposed solutions shall be presented. Available failure mode and effect analysis for similar equipment shall be included. Reliability program data specified in the CDRL line items (ENTER THE CDRL LINE ITEM NUMBERS) shall be included in the discussion.

- a. Reliability program plan. A preliminary plan shall be included in the proposal. The preliminary plan shall include a description of the methods and procedures that shall be used in establishing and performing an effective reliability program. The offeror's reliability organization shall be identified. Structure of the plan shall comply with the requirements of CDRL line item (ENTER THE APPLICABLE CDRL LINE ITEM NUMBER).
- b. Failure data. The overall method of reporting and collecting failure data shall be defined. Failure analysis and corrective action procedures shall be described with special emphasis on the methods to be used to correct failures in the item.

3.2.2.2.1.4 Section 3, Maintainability/human factors. This section shall discuss plans for achieving the maintainability requirements specified in the SOW paragraph (ENTER THE APPLICABLE PARAGRAPH NUMBERS) and (ENTER THE ITEM SPECIFICATION NUMBER AND APPLICABLE PARAGRAPH NUMBERS). The methods to implement and conduct the maintainability program in conjunction with applicable documents and other program requirements shall be described. The discussion shall include the methods to identify the key characteristics of the item for calculating and predicting the optimum frequency for and extent of preventive maintenance to improve the methods and diagnostic routines and minimize the need for special skills, tools and test equipment. This section shall include a preliminary maintainability demonstration and test plan. Consideration for human factors per requirements of the SOW (ENTER THE APPLICABLE PARAGRAPH NUMBERS) and (ENTER THE ITEM SPECIFICATION NUMBER AND APPLICABLE PARAGRAPH NUMBERS).

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- a. Maintainability/human factors plan. A preliminary maintainability plan shall be included in the proposal. The preliminary plan shall include a description of the methods and procedures that will be used in performing an effective maintainability and human factors program. The offeror's maintainability organization shall be identified. Structure of the plan shall comply with the requirements specified in CDRL line item (ENTER THE CDRL LINE ITEM NUMBER).

3.2.2.2.1.5 Section 4, Configuration management plan. This section shall contain a preliminary configuration management plan prepared in accordance with the requirements of the SOW (ENTER THE APPLICABLE PARAGRAPH NUMBERS). The structure of the plan shall comply with the requirements specified in CDRL line item (ENTER CDRL LINE ITEM NUMBER). The plan shall describe the manner in which the offeror shall:

- a. Comply with the configuration identification and control requirements of the SOW.
- b. Develop and control product baseline documents.
- c. Comply with the requirements for data described in the data exhibit.

3.2.2.2.1.6 Section 5, Integrated logistic support (ILS). This section shall describe the approach, methods and procedures for implementing an integrated logistic support (ILS) program to satisfy the logistics and maintenance requirements contained in (ENTER THE ITEM SPECIFICATION NUMBER). It shall describe the interfaces with system engineering disciplines for ensuring that a cost effective, supportable system/equipment is developed. The discussion shall detail the approach which will be used for verifying and validating the logistic support analysis (LSA). This section shall also include the plans for achieving the supportability of the National Airspace Integrated Logistics Support Program specified in the SOW, paragraphs (ENTER THE APPLICABLE PARAGRAPHS). The discussion shall include the methods for and expected results of implementing the requirements of FAA-G-1210 and FAA-G-1375. The discussion shall detail the approach to meeting and appropriately tailoring the requirements of FAA-D-2494 into an overall manual preparation and validation program. Detail procedures for preparation and validation of the manuals shall be included. A proposed list of manuals shall be included which describes the purpose of each manual. Consideration given to the elimination of manuals and use of existing commercial manuals shall be included.

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- a. Integrated logistic support program plan. A preliminary integrated logistic support program plan shall be included in the proposal. The preliminary plan shall include a description of how the integrated logistic support program will be implemented for (ENTER THE ITEM NOMENCLATURE). The offeror's integrated logistics organization shall be identified along with schedules identifying how the integrated effort will be performed to satisfy the required program milestones. Structure of the plan shall comply with the requirements specified in the CDRL, line items (ENTER THE APPLICABLE CDRL LINE ITEMS). The FAA approved plan shall be considered as part of the SOW.

3.2.2.2.1.7 Section 6, Installation and test program. This section shall provide a preliminary overall installation, integration and test plan for the item with a summary discussion for each of the plan sections as required by the SOW paragraphs (ENTER THE APPLICABLE PARAGRAPHS). This plan shall include the tests specified in paragraphs (ENTER THE ITEM SPECIFICATION NUMBER AND APPLICABLE PARAGRAPH NUMBERS). A preliminary schedule of the test shall be included with the plan. The structure of the plan shall comply with the requirements of CDRL line item (ENTER THE CDRL LINE ITEM NUMBER). The methods and procedures that will be employed to comply with the requirements of the SOW paragraphs (ENTER APPROPRIATE PARAGRAPH NUMBERS) and (ENTER THE ITEM SPECIFICATION NUMBER AND THE APPLICABLE PARAGRAPH NUMBERS) shall be included. The discussion shall include but not limited to the following:

- a. Verification tests.
- b. Performance tests (both factory and site acceptance).
- c. Maintainability and reliability demonstration tests.
- d. Environmental tests.

3.2.2.2.1.8 Section 7, Manufacturing management. This section shall describe the manufacturing procedures that shall be employed in the production of the (ENTER THE NOMENCLATURE OF THE ITEM) in compliance with requirements of the SOW (ENTER THE APPLICABLE SOW PARAGRAPH NUMBERS). The structure of the plan shall comply with the requirements of CDRL line item (ENTER THE CDRL LINE ITEM NUMBER).

3.2.2.2.1.9 Section 9, Technical reviews and audits. This section shall describe the methods and procedures for complying with requirements for technical reviews and audits.

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3.2.2.2.1.10 Section 8, Software development plan. This section shall describe how compliance with the requirements of the (ENTER ITEM SPECIFICATION NUMBER) is obtained. It shall include a discussion of the bidder's resources and facilities for software development and the project organization, including descriptions of key personnel. A discussion of software quality evaluation organization and procedures shall be included. A brief description of procedures used for software development and the corrective action system shall be included.

3.2.2.3 Area 3, Quality program requirements. There are three basic quality standards used in FAA procurements, FAA-STD-013, FAA-STD-016, and FAA-STD-018.

FAA-STD-013 is used when procuring material which is manufactured to FAA specifications or drawings and when the material is not of sufficient quality, complexity and/or dollar volume specified in FAA Order 4453.2A, (FAA Quality Control System Certification Program). This Standard is used in conjunction with FAA-STD-018 when the procurement includes computer program software which is of the criticality, complexity, and development duration specified in FAA Order 4630.9 (FAA Computer Software Quality Program Requirements).

FAA-STD-016 is used when procuring material which is manufactured to FAA specifications or drawings when the material is of the complexity, quantity, and dollar volume specified in FAA Order 4453.2A. The Standard is also used in conjunction with FAA-STD-018 when the procurement includes computer program software which is of the criticality, complexity, and development duration specified in FAA Order 4630.9.

FAA-STD-018, without FAA-STD-013 or FAA-STD-016 is used when procuring computer software only (without hardware) and when the procurement meets the requirement for criticality, complexity, and development duration of FAA Order 4630.9.

The above standards require the submission of quality plans as detailed below:

- (1) When FAA-STD-013 is the only quality requirement in a procurement, the offeror shall submit, in a separate volume, a description of the quality control program which will be implemented. The description shall be in sufficient detail to demonstrate understanding of the requirement and planning for its implementation. A complete description of the quality program, in the form of a Quality Control Program Plan (QCPP), is required to be submitted in accordance with the contract after award."

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- (2) When only FAA-STD-016 is applicable, the offeror shall submit, in a separate volume, a Quality Control System Plan (QCSP) with the technical proposal. The QCSP shall address each requirement in FAA-STD-016 in a sufficient detail to demonstrate understanding of the requirement and provisions for its implementation.
- (3) When only FAA-STD-018 is applicable, the offeror shall submit, in a separate volume, a Computer Software Quality Program Plan (CSQPP) with the technical proposal. The CSQPP shall address each requirement in FAA-STD-018 in sufficient detail to demonstrate understanding of the requirement and provisions for its implementation.
- (4) When FAA-STD-013 and FAA-STD-018 are applicable, the offeror shall submit, in a separate volume, descriptions of the quality control programs which will be implemented. The descriptions shall be in sufficient detail to demonstrate understanding of the requirements and planning for their implementation. Complete description of the quality programs, in the form of a QCPP and a CSQPP is required to be submitted in accordance with the contract award.
- (5) When FAA-STD-016 and FAA-STD-018 are applicable, the offeror shall submit, in separate volumes, a QCSP and a CSQPP with the technical proposal as described in paragraphs (2) and (3) above.

The QCPP, QCSP, and CSQPP as submitted above shall be sufficiently complete to be incorporated "as is" into the contract.

**3.2.3 Packaging and marking.** This section shall contain the description(s) of the methods and procedures for complying with the packaging and marking requirements of the SOW, of (ENTER THE ITEM SPECIFICATION NUMBER), or the packaging and marking section of the contract.

### **3.3 Business management proposal requirements.**

**3.3.1 General.** The business management proposal shall contain a comprehensive, historical based, description of the technique that will be used in managing the project. The proposal shall be segregated into two sections. The sections shall be identified as follows:

- a. Design and production capabilities.
- b. Project management.

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3.3.1.1 Design and production capabilities. This section shall contain a general discussion of the resources that are available to produce the (ENTER ITEM NOMENCLATURE). The historical data that provide insight into the offeror's ability to comply with specified performance and delivery dates shall be included.

3.3.1.1.1 Resources. The availability of needed scientific, installation, engineering and technical talent within the time frame of the contract and extent of such resource that will be acquired through subcontract effort shall be specified.

3.3.1.1.2 Historical data. The historical data on past experience in the design, production and turnkey installation which is similar in scope and structure to the (ENTER THE ITEM NOMENCLATURE) shall be supplied. The data shall provide insight to the depth and effectiveness of the offeror's ability to provide the item. The data shall include a listing of not more than eight contracts involving similar equipment which are now in or recently completed production. The information that shall be included for each contract is as follows:

- a. Type of effort (design, production, equipment nomenclature, etc.).
- b. Brief discussion of project requirements.
- c. Cognizant Government or commercial organizational agency.
- d. Basis of the contract (prime, subcontract, cost type or fixed price).
- e. Contract amount and name, address and telephone number of the contracting officer.

3.3.1.2 Project management. This section shall identify the systems that shall be used to manage the overall project from conception to final delivery of the (ENTER THE ITEM NOMENCLATURE) as specified in the SOW (ENTER THE APPLICABLE PARAGRAPH NUMBERS). This shall include planning, technical direction, scheduling, manpower budgeting, measurements and controls that shall be applied to ensure an acceptable product that complies with all program requirements. This may be accomplished by presenting the following plans in preliminary form:

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3.3.1.2.1 Project management plan. The plan shall provide the methods, procedures and controls that will be used in the overall management of the (ENTER THE ITEM NOMENCLATURE) from conception to final delivery. The plan shall provide a work breakdown structure, performance schedule, resumes of key personnel, and a subcontract management plan. The structure of the plan shall comply with the requirements of CDRL line item number (ENTER CDRL LINE ITEM NUMBER) as specified in SOW (ENTER APPLICABLE SOW PARAGRAPH NUMBERS).

3.3.1.2.2 Training plan. This section shall provide a preliminary training plan that complies with the requirements of the SOW. The plan shall describe the instructional system design methods which will be employed to derive the training requirements for the (ENTER THE ITEM NOMENCLATURE). The methodologies and processes used to develop job task analysis, course outcome, and media selection shall be defined. The plan shall also include the offeror's recommended schedule for implementing the training program and delivery of the training data specified in CDRL line item (ENTER CDRL LINE ITEM NUMBER).

3.3.1.2.3 Make-or-buy plan. The structure of the plan shall comply with the requirements specified in CDRL line item (ENTER THE APPLICABLE CDRL LINE ITEM NUMBER) and shall comply with the requirements specified in the SOW (ENTER APPLICABLE PARAGRAPH NUMBERS):

3.4 Cost proposal. Instructions for this section shall be initiated by ALG-305.

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## APPENDIX II

### 20. PROPOSAL EVALUATION FACTORS

20.1 Scope. This appendix is a guide for program managers and establishes the standard format and general content for the Proposal Evaluation Factors.

20.2 Applicable documents. Documents referenced herein are identified in and comply with section 2 of this standard.

20.3 Requirements. This appendix provides format and general content required to prepare the contractor proposal evaluation factors. The factors shall be prepared in conjunction with Appendix I. The identical paragraph references, and specified required information in Appendix I shall be described in the same order in the factors. Paragraphs and/or information within each paragraph of the format may be added or deleted as required to define requirements for the specific program phase. Figure 8 contains the format for Appendix II. FAA Order 4400.6 shall be considered in the preparation of the evaluation factors.

20.4 Quality assurance provisions. This section is not applicable to this standard.

20.5 Preparation for delivery. This section is not applicable to this standard.

20.6 Notes. Definition of acronyms and terms referenced herein are contained and described in section 6 of the standard.

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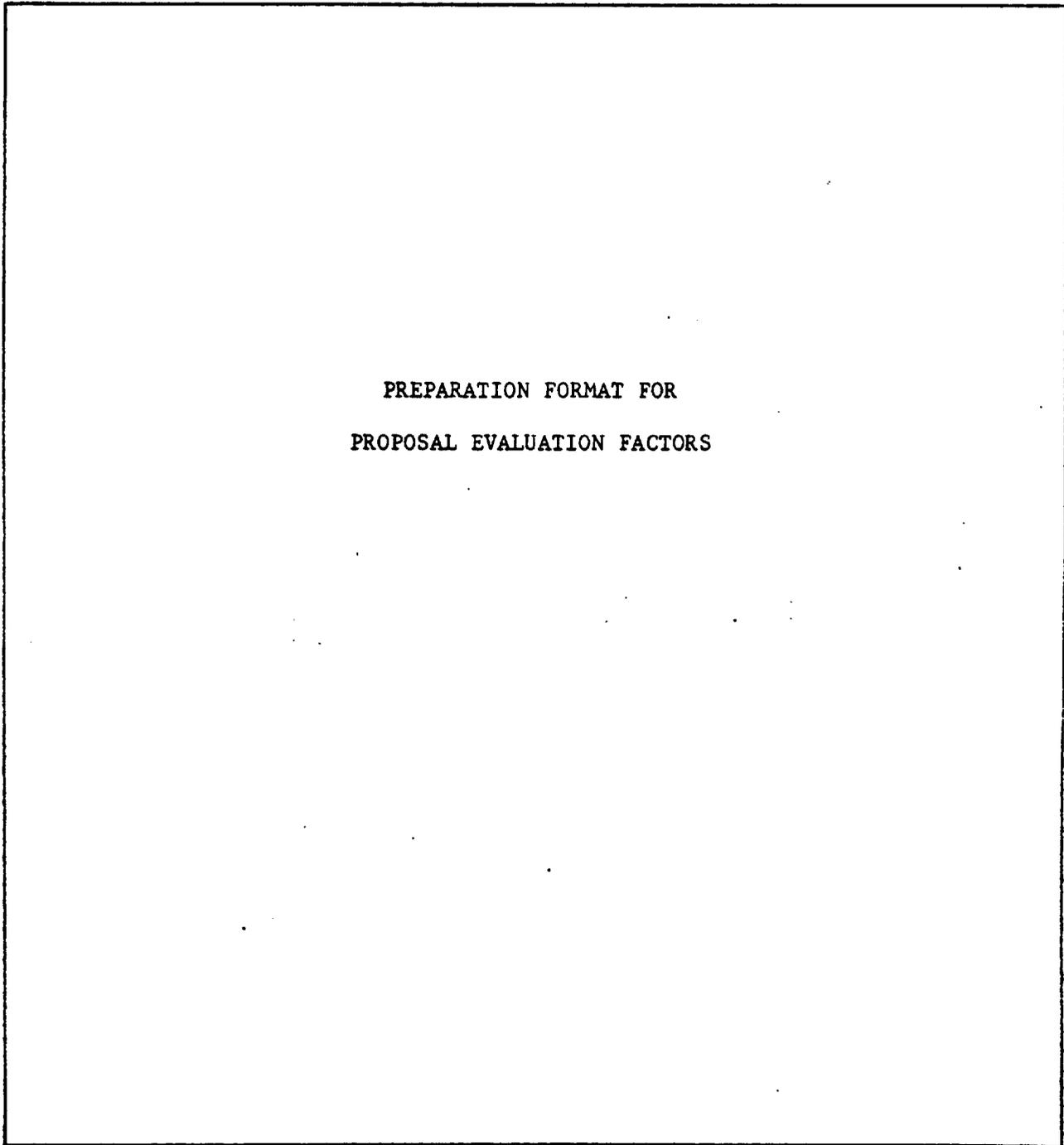


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## 1. SCOPE

1.1 Scope. This segment establishes the factors that will be used in evaluating the offeror's proposal presented in response to the solicitation.

## 2. APPLICABLE DOCUMENTS

2.1 General. Documents referenced herein are identified in the document listing of this solicitation.

## 3. REQUIREMENTS

3.1 General. The proposal shall be evaluated in three areas. The evaluation will result in an overall rating of the proposal. For evaluation purposes, Area 1, Technical Approach, shall be considered significantly more important than any other single area. Area 2, System Technical Planning, is relatively twice as important as Area 3, Quality Program Requirements. The areas are listed in descending order of importance. The various subfactors shown in each of the three areas are also listed in descending order of importance. The offeror must fully discuss each area and the subfactors in detail. Failure to completely respond to the proposal requirements may result in rejection of the response. The evaluation will be made on the offeror's overall ability to achieve the requirements of (ENTER THE ITEM NOMENCLATURE). This shall include an evaluation of the offeror's implementation techniques with emphasis on the amount of off-the-shelf hardware utilized and the subsequent risks involved in system integration. To accomplish this, the technical risks shall be evaluated as well as the acceptability of the technical approach.

3.1.1 Area 1, Technical approach. The technical approach proposed for the system shall be evaluated in relation to the requirements specified in (ENTER THE ITEM NOMENCLATURE), including the identification and proposed resolutions to anticipated technical problems. Evaluation will include the following:

- a. (ENTER THE ELEMENTS IDENTIFIED IN THE PROPOSAL PREPARATION INSTRUCTIONS. IDENTIFY PARAGRAPH NUMBERS OF THE ITEM SPECIFICATION AND SHOW HOW TO ENSURE UNDERSTANDING.)

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- b. (CONTINUE IDENTIFICATION OF EXPECTATIONS FOR EACH VOLUME OF TEXT IDENTIFIED IN THE PROPOSAL INSTRUCTIONS THROUGH THE THE TOTAL NUMBER OF VOLUMES SPECIFIED).

3.1.2 Area 2, System technical planning. This area shall be evaluated in relation to the understanding of and projected management of each of the following:

3.1.2.1 Safety. (ENTER THE APPLICABLE PARAGRAPHS OF THE SOW AND THE ITEM SPECIFICATION WHICH WILL BE INCLUDED IN THE EVALUATION).

3.1.2.2 EMI/RFI. The proposal shall be evaluated for the offeror's ability to prove that no performance degradation will take place during operation.

3.1.2.3 Reliability. The proposal shall be evaluated on the following:

- a. The offeror's proposed reliability effort. Of particular importance shall be the offeror's proposed test procedures to insure that the MTBF specified in (ENTER THE ITEM SPECIFICATION AND APPLICABLE PARAGRAPH NUMBERS) shall be met.
- b. The proposed failure data collection, analysis and corrective action procedure.
- c. The proposed reliability prediction procedures, model and estimated prediction of MTBF's for each component of the system.
- d. The projected review and analysis of the specified MTBF requirements. Of particular importance shall be the offeror's ability to detail potential problem areas that may prevent achievement of the MTBF with proposed recommendations for solution.

3.1.2.4 Maintainability/human factors. This area shall be evaluated against each of the elements identified in (ENTER APPLICABLE PARAGRAPHS OF THE SOW AND THE ITEM SPECIFICATION). Exposure of potential problem areas that may prevent achievement of the required MTTR shall be identified and evaluated, along with recommended solutions. Particular attention shall be paid to the effectiveness of the proposed plan. The impact of reliability specified in the plan on

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hardware design and equipment maintenance is especially important. Special attention will be directed to the adequacy of proposed procedures for performing the following tasks.

- a. Maintainability analysis.
- b. Maintainability predictions
- c. Maintainability reviews.
- d. Built-in test equipment and fault location planning as specified in paragraphs (ENTER THE APPLICABLE PARAGRAPH NUMBERS OF THE ITEM SPECIFICATION).
- e. Demonstration of maintainability.

3.1.2.5 Configuration management. The proposed configuration management shall be evaluated against paragraphs (ENTER THE APPLICABLE PARAGRAPH NUMBERS) of the SOW and FAA-STD-021 to determine compliance with the requirements. The following shall be included in the evaluation:

- a. The development and control of the product baseline including supporting data.
- b. Offeror's plans to coordinate and integrate the overall generation of data. The ability to ensure an efficient flow of information from the design and analysis into the technical data package.

3.1.2.6 Integrated logistics support. The proposal shall be evaluated on methods and procedures identifying the approach for implementing an integrated logistic support program as specified in the SOW (ENTER THE APPLICABLE SOW PARAGRAPH NUMBERS). Of particular importance will be the ability to achieve the supportability of the National Airspace Integrated Logistic Support program defined in the SOW (ENTER THE APPLICABLE SOW PARAGRAPH NUMBERS). The evaluation shall include the implementation of requirements specified in the SOW.

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**3.1.2.7 Installation and test program.** The offeror's presentation of his ability in installation and testing shall be evaluated against each of the elements specified in the SOW paragraphs (ENTER THE APPLICABLE PARAGRAPH NUMBERS OF THE SPECIFICATION) and (ENTER THE ITEM SPECIFICATION NUMBER AND THE APPLICABLE PARAGRAPH NUMBERS). The evaluation shall include the projected performance of reliability and maintainability demonstration tests and acceptance testing of the system to assure compliance with SOW paragraphs (ENTER THE APPLICABLE PARAGRAPH NUMBERS) and (ENTER THE ITEM SPECIFICATION NUMBER AND THE APPLICABLE PARAGRAPH NUMBERS). The evaluation shall include firmware and software as applicable

**3.1.2.8 Manufacturing management.** This section shall be evaluated on the projected ability to employ adequate procedures to control the manufacturing process of the (ENTER THE ITEM NOMENCLATURE) as specified in SOW paragraphs (ENTER THE APPLICABLE PARAGRAPH NUMBERS).

**3.1.2.9 Technical review and audits.** This section shall be evaluated on the methods and procedures identifying the approach for implementing the requirements for technical reviews and audits.

**3.1.2.10 Software development plan.** This section shall evaluate the proposed software development plan specified in the SOW (ENTER THE APPLICABLE SOW PARAGRAPH NUMBERS) to determine compliance with the requirements. The evaluation shall include but not limited to the following:

- a. The development and control of the Software Baseline including support data.
- b. Project organization, resources, and facilities
- c. Software quality control and procedures
- d. Corrective action system.

**3.1.3 Area 3, Quality program requirements.** This area shall be evaluated against each of the elements specified in the SOW.

**3.1.4 Training.** The training proposal shall be evaluated in the following subject areas:

- a. The proposed approach to development of the job/task list and how the offeror shall determine which tasks require training.

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- b. The proposed training plan and/or course synopsis including recognition of hands-on training.
- c. The proposed approach to development of the training courses and understanding of modular training development.
- d. The offeror's understanding of job-centered training designed to meet the minimum training requirement that coincides with maintenance philosophy.
- e. The offeror's description of his training staff and facilities with descriptions of ability to develop and deliver the required training.

3.2 Business management proposal.

3.2.1 General. The business management proposal shall not be point scored in the technical areas; however, it may be used to aid in determining responsibility.

3.2.1.1 Design and production capabilities. This section shall substantiate the offeror's capability to produce the (ENTER THE ITEM NOMENCLATURE) in compliance with technical and performance requirements specified in (ENTER THE ITEM SPECIFICATION NUMBER) within the time frame specified in the solicitation.

3.2.1.1.1 Resources. Identify the available talent within the offeror's facility and the extent of talent that shall be obtained through subcontracts.

3.2.1.1.2 Historical data. Identify historical data on past experience similar in scope and structure to the (ENTER THE ITEM NOMENCLATURE). The historical data shall include the following as available.

- a. Type of effort (design, production etc.).
- b. Discussion of project requirements.
- c. Government or commercial organizational agency.
- d. Basis of the contract (prime, subcontract, cost type, fixed price, etc.).
- e. Contract amount and name, address and telephone number of the contracting officer.

Figure 8 (cont)  
Preparation Format for Proposal Evaluation Factors  
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**3.2.1.2 Program management capabilities.** The extent to which the proposal demonstrates the offeror's ability to perform in each of the following shall be reviewed for impact against requirements identified for the technical proposal.

- a. Overall management approach.
- b. Program planning.
- c. Program scheduling.
- d. Reporting procedures.
- e. Management controls in the following.
  - 1) Key personnel.
  - 2) Availability of skills.
  - 3) Experience and background in production of similar items.
- f. Management of subcontracts.
- g. Project administration/management.

**3.2.1.2.1 Make-or-buy plan.** The make-or-buy plan shall be evaluated for impact to the technical proposal against the requirements of paragraphs of the SOW (ENTER THE APPLICABLE PARAGRAPH NUMBERS). The plan shall also be evaluated against the overall requirements of the Federal Acquisition Regulations (FAR), Subpart 15.7.

Figure 8 (Concl)  
Preparation Format for Technical Proposal Evaluation Criteria  
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## APPENDIX III

## 30. PURCHASE DESCRIPTION

30.1 Section 1, Scope. The content of Section 1 shall be defined in the following example:

1. SCOPE

1.1 This purchase description shall define the requirements of the Government to purchase quality items which meet the minimum requirements of the Government.

30.2 Section 2, Applicable documents. Applicable documents shall be listed in accordance with FAA-STD-005.

30.3 Section 3, Requirements.

30.3.1 Paragraph 3.1, General. This section shall describe as many of the following characteristics as necessary to express the minimum requirements of the Government:

- a. Common nomenclature
- b. Kind of material, i.e., type, grade, alternatives, etc.
- c. Electrical data, if any
- d. Principles
- e. Principles of operation
- f. Restrictive environmental conditions
- g. Intended use, including -
  - 1) Location within an assembly, and
  - 2) Essential operating conditions
- h. Equipment with which the item is to be used
- i. Other pertinent information that further describes the item, material or service required

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30.3.1.1 Paragraph 3.1.1, Equipment to be furnished by the contractor. This paragraph shall specify the materials and services to be furnished by the contractor.

30.3.1.2 Paragraph 3.1.2, Test and operating conditions. This paragraph shall specify test and service conditions, emission and susceptibility requirements, and adjustment stability.

30.3.2 Paragraph 3.2, Basic and required characteristics. This paragraph shall specify the "main and required characteristics" as consistent with Government needs. The basic requirements shall be stated on a broad basis to give the Government minimum requirements rather than restrictive requirements that rule out competition.

30.3.3 Paragraph 3.3. This paragraph is not applicable to this specification.

30.3.4 Paragraph 3.4, Circuit protection. This paragraph shall identify the requirements for equipment circuit protection.

30.3.5 Paragraph 3.5, Documentation. This paragraph shall specify the plan for equipment or system documentation such as: specification documents, drawings, instruction manuals, test plans and procedures, installation instruction data.

30.3.6 Paragraph 3.6, Interchangeability. This paragraph shall establish the requirement that those replaceable components shall be interchangeable with identical components in all production items to be delivered under the contract. Requirements in this paragraph are for the purpose of establishing a condition of design, and are not to define the conditions of interchangeability that are required by the assignment of a part number.

30.3.7 Paragraph 3.7, Workmanship. This paragraph shall contain workmanship requirements for purchased equipment and materials.

30.3.8 Paragraph 3.8, Reliability. Reliability shall be stated in quantitative terms, defining the conditions under which the reliability requirements are to be met.

30.4 Section 4, Quality assurance provisions. This section shall identify special testing, quality control procedures, and quality conformance inspections necessary to assure adequacy of the equipment and material features.

30.5 Section 5, Preparation for delivery. This section shall identify the packing requirements of the equipment and materials.

30.6 Section 6, Notes. Prepare this section in accordance with the requirements of FAA-STD-005.

Enclosure (2)

Disposition of FAA Comments to  
FAA-STD-030, Final Draft,  
dated December 7, 1985 (Revised)

FAA COMMENTS TO SPECIFICATION FAA-STD-030,  
 PREPARATION OF PURCHASE REQUEST PACKAGES,  
 DATED DECEMBER 7, 1984

Region/Division	Clearance	Comments	Status	Disposition
APM-11	Concur	1. <u>General.</u> Additional details should be provided on software and firmware. Applicable specifications and standards in these areas should be addressed.	1. Accepted	Software information has been added to appendices I and II.
		2. <u>Page 1, Paragraph 1.2.</u> The term "non-personal" should be better defined or removed altogether.	2. Accepted	Definition included in para. 6.1.2.
		3. <u>Page 2.</u> Do we really want this standard to take precedence over the listed government documents?	3. Accepted	Removed the order of precedence sentence.
		4. <u>Page 3 - DOD 5010.12.</u> Add "Data" to the end of the title.	4. Accepted	Title corrected.
		5. <u>Page 4, Paragraph 3.2.1.e.</u> This paragraph duplicates a requirement for a "Statement of Essential Need." The "Statement..." is a requirement of OST. Procurement Requests (PR) exceeding \$100,000 require the "Statement..." on a separate sheet of paper and processing for approval of AOA-1. PRs valued at less than \$100,000 can have the "Statement..." on the PR. This standard should make the distinction of statements at the OST threshold levels of PR values, or delete the requirement to preclude duplication of effort.	5. Accepted	Statement revised to require "statement of essential need," however; the thresholds are not included since they are defined by OST/FAA policy statements/orders.
		6. <u>Page 5, Paragraphs 3.2.2.e. and f.</u> Delete the words "(When available.)" Estimated pricing should always be entered.	6. Accepted	Paragraph corrected; items e. and f. deleted since these statements are part of the instructions on the form.
		7. <u>Page 8, Paragraph 6.1.1.</u> Change the acronym "SPDI" to "SPTD".	7. Accepted	Acronym corrected.
		8. <u>Page 20, Article IV (Figure 5).</u> FAA headquarters zip code is incorrect in two places. Should be 20591.	8. Accepted	Zip codes have been corrected.
		9. <u>Page 24, Paragraph 3.2.1, 3rd sentence.</u> Should "on acceptance" be "unacceptable"?	9. Accepted	Sentence clarified
		10. <u>Page 29, Paragraph 3.2.2.3.3.</u> Additional detail on software quality should be provided.	10. Accepted	Para. 3.2.2.3 rewritten and contains more detail on S/W quality.

FAA COMMENTS TO SPECIFICATION FAA-STD-030,  
 PREPARATION OF PURCHASE REQUEST PACKAGES,  
 DATED DECEMBER 7, 1984

Region/Division | Clearance | Comments | Status | Disposition

ALG-100 Nonconcur General. ALG currently has implemented order 4400.42, Preparation and Approval of Procurement Request, which provides instructions and Guidance for the preparation, approval and submission of procurement requests. While order 4400.42 and STD-030 are similar in title they do differ in information contained therein.

FAA-STD-030 offers a more detailed set of guidelines for preparing not only the procurement request but also the supporting information required by the Federal Acquisition Regulation (FAR) and the Transportation Acquisition Regulation (TAR) and other FAA Acquisition orders. 4400.42, on the other hand, is a guide which in effect says if you are going to acquire certain supplies or services you should review order XYZ or be sure to include certain clearances, or contact certain offices. It does not give the step-by-step procedures or examples of the clearances or the "how to" type information.

I feel that FAA-STD-030 is a useful document used in conjunction with #4400.42. However, there are areas of 030 which require updating to reflect current acquisition language and terminology.

Para 1.1 rewrite.

This standard sets forth requirements and guidelines for preparing procurement request packages. Packages prepared in accordance with the requirements of this standard shall, in conjunction with other procurement documents, define the program requirements that offerors/bidders must act upon (or propose) when responding to solicitations for systems equipment and/or services. This standard is in support of the National Airspace System (NAS).

Para. 1.2 rewrite

This standard establishes a uniform format and provides a general outline of the content to be included in procurement request packages. This standard provides guidelines for determining and applying the variables between major procurements where all identified requirements will be included, existing off-the-shelf commercial equipment and non-personal contracts for which requirements will be reduced to the minimum. Program managers are responsible for determining which of the variables, when included in the package, shall fulfill the program's needs.

Para. 1:3 - Have the segments follow and provide data in accordance with the FAR Uniform Contract Format (UCF).

Accepted Paragraph has been changed to agree with suggested rewrite. Also, words are added to further clarify the relationship between the project manager in preparing inputs for the total package put together by the contracting officer.

Accepted Changed to agree with suggested rewrite.

Accepted The listed segments are inputs to the total package from the project manager to the contracting officer. The contracting officer will use these segments to put together a total package in accordance with the FAR.

FAA COMMENTS TO SPECIFICATION FAA-STD-030,  
 PREPARATION OF PURCHASE REQUEST PACKAGES,  
 DATED DECEMBER 7, 1984

Region/Division	Clearance	Comments	Status	Disposition
ALG-100 cont.	Nonconcur	Page 2 - There was no reference to Packaging and Marking Specs.	Accepted	This requirement will be in the item specification prepared in accordance with FAA-STD-003d.
		Page 3 - Other Publications. Change FAR 15.7000 to 15.7.	Accepted	Changed as requested.
		Para. 3.1.1.1 - Follow Uniform Contract Format (UCF) and use terms solicitation packages and procurement requests.	Accepted In Part	Terms solicitation and procurement requests are used. The contracting officer will use these segments as inputs to prepare the total package in accordance with the FAR.

FAA COMMENTS TO SPECIFICATION FAA-STD-030,  
 PREPARATION OF PURCHASE REQUEST PACKAGES,  
 DATED DECEMBER 7, 1984

Region/Division	Clearance	Comments	Status	Disposition
ALG-100	cont.	<p>Nonconcur Page 4, Para. 3.2.1 - line 3 - add after Figure 1 "on page 9 herein" line 5 - add after described in "para. 3.2.2 below"</p> <p>Page 8, Para. 6.1.2 - Boiler Plate is defined as "Standard terms and conditions".</p> <p>Transportation - Reference FAR sub-part 47.3 et al for proper transportation terminology.</p> <p>Page 21, Para. 10.1 - line 4 - What constitutes MAJOR procurements?</p> <p>Page 24, Para. 3.2.1 - line 1 on p. 24 change "on acceptance" to "unacceptable".</p> <p>Para. 3.2.1.1.1 - Each page should be marked.</p> <p>Para. 3.2.2 - For clarification. At the end of the 1st sentence identify the 3 areas, i.e., Area I Technical Approach.</p>	<p>Not Accepted</p> <p>Accepted</p> <p>Accepted</p> <p>Accepted</p> <p>Accepted</p> <p>Accepted</p> <p>Accepted</p> <p>Accepted</p> <p>Accepted</p>	<p>These changes would not be in accordance with standard practices and would cause the document to be extremely hard to maintain..</p> <p>Eliminated the term "boiler plate."</p> <p>Corrections made.</p> <p>Major procurements are set by the OMB using OMB circular No. A-109; DOT 4200.14A; FAA Orders 1810.1c and 4400.42. Documents are referenced in Section 6 for terminology.</p> <p>Sentence clarified.</p> <p>A requirement was added that each page shall be identified as proprietary data.</p> <p>Each area has been identified.</p> <p>Parenthetical statement deleted at the end of paragraph 2.1.</p>
ALG-200		<p>Nonconcur Paragraph 1.2, Page 1, Purpose - states that "this standard establishes a uniform format and provides a general outline of the content to be included in purchase request packages," (for program managers). However, paragraph 2.1, Government documents, the last parenthetical statement advises suppliers on the source of the various documents. This section of the standard needs to be rewritten to be in consonance with the stated purpose.</p> <p>Checklist for Deliverable Item Schedules, Page 12: There appears to be no pattern to the checklist items which would permit the program manager to better coordinate requirements. Specifically:</p>	<p>Accepted</p>	<p>Parenthetical statement deleted at the end of paragraph 2.1.</p>

FAA COMMENTS TO SPECIFICATION FAA-STD-030,  
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 DATED DECEMBER 7, 1984

Region/Division	Clearance	Comments	Status	Disposition
ALC-200 cont.	Nonconcur	Item 3.b, Page 12 - Documentation: As the three items listed are included in "NAILS", it would be helpful to show this as "b. Documentation (NAILS)".	Accepted	Changed as requested.
		Item 3.c, Page 13 - Supplementary Provisioning Technical Documentation (if this is supplementary, what is it supplementary to?)	Accepted	Added 6.1.2f for definition. This is the definition from FAA-G-1210.
		Item 3.e, Page 13 - Supply Support: Item 3c and 3e are a mixed bag because requirements in both groups are taken in part from FAA Specification FAA-G-1210, Provisioning Technical Documentation. It would appear helpful to have all documentation in one group identified as 1210 requirements. Further, 1210 defines the content of such lists to assist the program manager in evaluating requirements. For example, Item 3.e.(1) - what is a "Regional Spares List"?	Accepted	FAA-STD-030, Figure 6, Item 3, Integrated Logistics Support, has been changed to agree with the suggested rewrite.
		Appendix I, Page 22: The inclusion of the "Boiler Plate" which "contains instructions to bidders for preparation of the technical proposal" appears to go beyond the stated purpose of the standard, i.e., establishes a uniform format and provides a general outline of the content to be included in purchase request packages".	Accepted In Part	The term "Regional Spares List" is changed to "field Spares List".  This appendix is provided as an aid to the Project Manager. This section promotes optimum uniformity in contractor proposals to aid in proper source evaluation. Term "Boilerplate" replaced with format.
		Appendix II, Page 33 - This appendix appears to be inappropriate to the purpose of the standard.	Not Accepted	This appendix is provided as an aid to the Project Manager. This section should result in the contractors having an understanding of how their proposal will be graded. This segment is required by the FAR. The Project Manager should provide input to this segment.

FAA COMMENTS TO SPECIFICATION FAA-STD-030,  
 PREPARATION OF PURCHASE REQUEST PACKAGES,  
 DATED DECEMBER 7, 1984

Region/Division	Clearance	Comments	Status	Disposition
ALG-300	Nonconcur	<p>1. Change the Foreword to read as follows: "This standard describes how to prepare a Procurement Request package. It defines the technical requirements (along with other applicable documents) that the Federal Aviation Administration must use in the acquisition of systems, equipment, and services in support of the National Airspace System (NAS).                      Note: It is not clear if the standard is intended to be applicable only to negotiated procurements and then only to those supporting NAS. If this is intended, it should be stated.</p> <p>2. Whenever it appears, change "purchase request" to "procurement request" to be consistent with the latter's use in the FAA.</p> <p>3. We recommend the standard refer to "the solicitation", rather than "requests for proposals (RFP)" as in par 1.1.</p> <p>4. It appears the standard is intended to be applicable to contracts for services, and that word should be substituted for "non-personal contracts" (as in par 1.2).</p> <p>5. The term "article" is no longer used in solicitations or contracts. The Federal Acquisition Regulation (FAR) terminology recognizes "contract clauses" and "solicitation provisions". If practicable, the segments described in 1.3 should be made consistent with the FAR uniform contract format of FAR 14.201-2.</p>	<ol style="list-style-type: none"> <li>1. Accepted</li> <li>2. Accepted</li> <li>3. Accepted</li> <li>4. Accepted</li> <li>5. Accepted</li> </ol>	<p>Changed "purchase" to "procurement" as requested. In addition, words are added to clarify the relationship between the project manager and the contracting officer. The forward now identifies that the standard applies to all NAS negotiated procurement.</p> <p>Changed as requested.</p> <p>Changed as requested.</p> <p>Paragraph revised.</p> <p>Standard is restructured to delete "article" and to clarify the relationship between the project manager in preparing inputs for the total package put together by the contracting officer.</p>

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FAA COMMENTS TO SPECIFICATION FAA-STD-030,  
 PREPARATION OF PURCHASE REQUEST PACKAGES,  
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Region/Division	Clearance	Comments	Status	Disposition
ALG-300 cont.	Nonconcur	6. In 2.1, change "invitation for bids or request for proposal" to "the solicitation", and elsewhere in the draft standard wherever either term appears.	6. Accepted	Changed as requested.
		7. The word "major" in par. 3.1.1b (and in 1.2) will create problems as it is not defined. How will one know if the procurement request is for a "major" acquisition?	7. Accepted	References to "major" procurement deleted.
		8. The identification of segment "Attachment IV" in 3.1.1b as "contractor preparation instructions for technical proposals" at first reading indicates we are talking about how to prepare a contractor, not the instructions to the contractor on how he is to prepare his technical proposal. Recommend this be changed to read "instructions to offeror for preparation of technical proposal". The same change should be made in the standard wherever the words appear.	8. Accepted	Changed as requested.
		9. In 3.2.1, change "must be included in the items or services description block on the form" to read "must be included as part of the procurement request:".	9. Accepted	Paragraph has been changed to agree with suggested rewrite.
		Change par 3.2.1a to read: <u>The statement of essential need required by the Secretary's memorandum of May 18, 1984.</u> (The guidance contained in ALG-1 memorandum of 11/20/84 should be included here, or at least a reference to the memorandum.)	Accepted	Refer to APM-11 comment 5.
		Change 3.2.1b to read: <u>"An independent Government estimate for all acquisitions in excess of \$25,000, as required by Departmental acquisition regulations. This estimate should include, to the extent applicable, the major cost areas of labor (by category), materials, travel, consultant, computer usage, etc. The level of detail and rationale for the estimate shall be commensurate with the complexity and value of the acquisition. Any prior cost experience the Government has had in buying the same, or like items, should be referenced."</u>	Accepted	Added as paragraph 3.2.10a.
		10. Add a new paragraph 3.2.1c, as follows: <u>"Clearances, approvals, and other data required, as described in FAA Order 4400.42 entitled "Preparation and Approval of Procurement Requests", to assist the contracting officer and expedite the preparation of the solicitation."</u>	10. Accepted	Paragraph 3.1.1, and 3.2.10 added to agree with suggested rewrite.

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 DATED DECEMBER 7, 1984

Region/Division	Clearance	Comments	Status	Disposition
ALG-300 cont.	Nonconcur	<p>11. In par 3.1.1.b.2, add the following: "If the procurement will be made under Source Evaluation Board procedures, do not include Attachment V. The Board will provide the evaluation criteria directly to the contracting officer."</p> <p>12. par. 3.2.2 does not recognize that it is not always practicable or desirable to enter consecutive line item numbers (as would most likely be the case in R&amp;D and many service contracts). National stock number should also be furnished if one is available. An estimated unit cost for separate line items must always be furnished (delete "when available").</p> <p>13. Par. 3.2.3 should make it clear that a delivery due date or schedule of deliveries is required for each deliverable item required by the contract (all line items are not necessarily deliverable and some contract requirements may be performance-related). Also, it may not be necessary to require a delivery schedule "for each destination point."</p> <p>14. The term "FOB and destination point" in par. 3.2.5 and Figure 5 (and wherever it appears elsewhere in the standard) is a misnomer. It should be stated simply "f.o.b. point". An f.o.b. point is needed only for deliverable items. "Services" are not deliverable, but the end product resulting from services may be.</p> <p>15. Par 3.2.7 describes the DOD form "Contract Data Requirements List" (CDRL) but it does not state when it is to be used. As written, 3.2.7 could be construed to mean that a CDRL is required on all contracts, and thus on all PRs. It appears the CDRL is required only where data is specified to be delivered under the contract; the CDRL would thus be part of the technical data submitted by the offeror as part of his proposal. Would the CDRL be required on a simple study contract of \$50,000? Applicable to NAS only?</p>	<p>11. Accepted</p> <p>12. Accepted</p> <p>13. Accepted</p> <p>14. Accepted</p> <p>15. Accepted</p>	<p>Revised paragraph 3.2.9.</p> <p>Requirement Deleted.</p> <p>Paragraph 3.2.3 (now 3.2.2) revised to reflect "each deliverable line entry".</p> <p>Changed as requested. (now paragraph 3.2.4 Transportation)</p> <p>Prefaced first sentence of paragraph 3.2.6 "if deliverable data is required".</p> <p>Second question: FAA-STD-030 is to be used for the NAS.</p>
			<p>Not Accepted</p> <p>Accepted</p>	<p>Requirement for National stock numbers is on the instructions on the reverse side of the form.</p> <p>"When available" deleted.</p>

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Region/Division	Clearance	Comments	Status	Disposition
ALG-300 cont.	Nonconcur	16. We were unable to locate "Attachment III, item specification" (par. 3.2.8).	16. Accepted	The Project Manager will prepare the Item Specifications.
		17. In par. 3.2.10, the word "boilerplate" should be avoided, as its general usage connotes something that is used consistently and uniformly without change, despite the disclaimer in the last sentence. Also, the criteria are needed only in competitive situations. The purpose of the attachment should be to convey to the contracting officer (not one that will be forwarded to bidders) what the technical evaluation criteria are, their relative importance, etc. Since the attachment is intended to be a guide, the technical evaluation criteria prepared by the requiring office will most likely undergo some change to adapt it to Section M of the uniform contract format required by FAR 15.406-1.	17. Accepted	Deleted "boilerplate". This segment is prepared by the project manager. The contracting officer will include the segment in his total procurement package so that the bidder will understand the scoring on his proposal.
		18. In par. 3.2.3, it is preferable, generally, to state the delivery schedule in terms of so many calendar days from the date of award of contract. Specifying a specific due date (e.g., item 1 must be delivered by May 31, 1985) is the least preferred method and is rarely used in a contract. We recommend that Examples 3 and 5 be deleted from Page 17, also. Deliverable items are often "buried" in the specification, and it is important that these items be included in the delivery schedule. If deliverables are subjected to review and approval, the delivery schedule should allow time for such review and approval (or rejection).	18. Accepted	Para. 3.2.3 revised as requested.
		19. In the example on Page 20, the term "FOB factory" is not recognized in the FAR. For example purposes, we recommend substituting "f.o.b. origin, contractor's facility".	19. Accepted	The substitution has been made.
		20. In par. 10.1 on page 21, the word "major" is not defined (see our comment 7. above).	20. Accepted	Appropriate documents have been identified, in Paragraph 6.1.2, which define major acquisition.
	a.	Change the first sentence to read: "This appendix provides a format and general content of the instructions to offerors for preparation of their technical proposals".	a. Accepted	Changed as requested.

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Region/Division	Clearance	Comments	Status	Disposition
WIG-300 cont.	Nonconcur	b. In the third sentence, change "of the boilerplate....for the specific program phase" to read "...for the specific procurement request package."	b. Accepted	Changed as requested.
		c. Change the fourth sentence to read "The format is primarily designed... to suit the needs of services contracts". Change the fifth sentence to read "The format is contained...."	c. Accepted	Paragraph revised.
	22.	Example 7 on page 17 indicates that the delivery date for the Support Plan is "deliver with the proposal". (Emphasis added.) This should not appear in a contract, as it is dealing with information to be furnished by the offeror as part of its proposal. Standard must reference and conform to FAA orders that address or relate to the subject e.g.:	22. Accepted	Figure revised to agree with FAR.
WIG-400	Nonconcur	1. Standard must reference and conform to FAA orders that address or relate to the subject e.g.:	1. Accepted	Paragraph 3.1.2 has been added which requires conformance with FAA Order 4400.42, FAA Order 4400.6 has been added to Appendix II. FAA order 4405.10 is only applicable to SEB. The requirements of FAA Order 4405.15 have been incorporated in the Article I checklist, Paragraph 3c and 3d.
		a. FAA Order 4400.42 Preparation of Purchase Requests		
		b. FAA Order 4400.6 Evaluation of Technical Proposals		
		c. FAA Order 4405.10 Source Selection		
		d. FAA Order 4405.15 Reprourement Data Acquisition Policy		
	2.	Page 2, 2.1 - Correct FAA-G-2494 to FAA-D-2494	2. Accepted	Document numbering corrected.
	3.	Page 2, 2.1 - Correct titles of MIL-STD-470 and 785	3. Accepted	Deleted from standard.
	4.	Page 3, 2.1 - Correct titles of DOD-5010.12	4. Accepted	Correction made.
	5.	Page 13, Checklist - Should include initial provisioning and parts peculiar.	5. Accepted	Checklist corrected.
	6.	Page 16, Checklist - Item 11b. should include a configuration management plan.	6. Accepted	Added as requested.
	7.	Page 16, Checklist - Item 12, Design Data Package should be changed to or include the title Reprourement Data.	7. Accepted	The "Design" changed to "Reprourement".

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PREPARATION OF PURCHASE REQUEST PACKAGES,  
DATED DECEMBER 7, 1984

Region/Division	Clearance	Comments	Status	Disposition
ALC-400 cont.	Nonconcur	8. Page 17, Delivery - Item 2, Design Data Package should be changed to or include the title Reprourement Data.	8. Accepted	Figure revised to agree with PAR.
		9. Page 17, Delivery Schedule - Item 2, Delivery should be after the audit and production is stabilized (i.e., after delivery of some quantity of units.	9. Accepted	
		10. Page 16, Document Listing, Par. 2.1 and 2.2 - An order of precedence is needed.	10. Not Accepted	The contract will specify precedence.
		11. Page 18, Document Listing, Par. 2.1 and 2.2 - Date and revision letters should not be specified unless only a certain issue date is to be used.	11. Not Accepted	Documents in this segment of the contract should always be listed by specific issue.
		12. Page 25, 3.2.2.2.1.2 - The specific sections of MIL-STD-785 must be identified.	12. Accepted	Paragraph revised to delete reference to the standard.
		13. Page 25 & 26, 3.2.2.2.1.2 - This paragraph requires a discussion of the reliability requirement upon all program costs and schedules. This implies a cost/benefit tradeoff of requirements and would be applicable to R&D efforts versus a production requirement of reliability.	13. Not Accepted	
		14. Page 26, 3.2.2.2.1.3 - The specific requirement must be identified in MIL-STD-470.	14. Accepted	Paragraph revised to delete reference to standard.
		15. Page 27, 3.2.2.2.1.4d - Each requirement of MIL-STD-1521 must be specified.	15. Accepted	MIL-STD-1521 has been deleted from this paragraph. It is not a configuration management document.
		16. Page 27, 3.2.2.2.1.5 - First sentence does not read correctly.	16. Accepted	Sentence was corrected.

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Region/Division	Clearance	Comments	Status	Disposition
ALG-400 cont.	Nonconcur	17. Page 28, 3.2.2.2.1.6 - Should add other subcategories of tests to include environmental, type, and other general tests.	17. Accepted	The three categories as listed cover the discussion areas. Subcategory "Environmental" has been added.
		18. Page 29, 3.2.2.3.1 - In title change "requirements" to "plan". First sentence should be changed to indicate a plan. We recommend change first sentence to "The QCPP shall describe the contractor's provisions for control, inspection, and test of all items required by the contract in accordance with the terms of the contract, including, but not limited to the contract, specifications and FAA-STD-013."	18. Accepted	Paragraph 3.2.2.3 rewritten.
		19. Page 29, 3.2.2.3.1 - Delete second sentence. This is too restrictive.	19. Accepted	Paragraph 3.2.2.3 rewritten.
		20. Page 29, 3.2.2.3.1 - Delete "as specified in paragraph ( ) of the SOW" to "as specified in the contract."	20. Accepted	Paragraph 3.2.2.3 rewritten.
		21. Page 29, 3.2.2.3.2 - Need to add a guidance sentence. "See FAA Order 4453.2 for applicability".	21. Accepted	Paragraph 3.2.2.3 rewritten
		22. Page 29, 3.2.2.3.2 - Delete "as specified in paragraphs ( ) of the SOW" to "as specified in the contract".	22. Accepted	Paragraph 3.2.2.3 rewritten.

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Region/Division	Clearance	Comments	Status	Disposition
ALG-400 cont.	Nonconcur	23. Page 29, 3.2.2.3.3 - Delete "as specified in paragraphs ( ) of the SOW" to "as specified in the contract".	23. Accepted	Paragraph 3.2.2.3 rewritten
		24. Page 29, 3.2.2.3.3 - Need to add a guidance sentence. "See FAA Order 4630.9 for applicability".	24. Accepted	Paragraph 3.2.2.3 rewritten
		25. Page 30, 3.3.1.1.1 - Need to change "(enter specification numbers)" to "(item name)" because the item is produced not the specification number.	25. Accepted	
		26. Page 36, 3.1.1.2 d.2 - Only the applicable parts of MIL-STD-1521 need be described and evaluated.	26. Accepted	MIL-STD-1521 has been deleted.
		27. FAA-STD-030 - Need to address FAA Order 4630.8, Quality Assurance Policy to assure a quality program is included.	27. Accepted	Paragraph 3.2.2.3 rewritten
MAC-400	Concur	1. Apparently this standard applies only to procurements initiated by the Washington Program Managers. To clarify this and to distinguish from FAA Depot procurements of supply support and repair services, change the following:	1. Accepted	

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AAC-400 cont.	Concur	<p>a. Page 11, Foreword. Change "National Airspace System (NAS)" to "National Airspace System (NAS) Plan for Facilities, Equipment and Associated Development (F&amp;E)".</p> <p>b. Page 1, Para. 1.1, Scope. Change last sentence to read "This standard is in support of the NAS Plan for F&amp;E".</p> <p>c. Page 3, Para. 3.1, General. In first sentence change "NAS" to "NAS Plan for F&amp;E".</p>		
		<p>2. Page 2, Para. 2. When FAA/SEIC officially adopts MIL-STD-1388-2A, para. 2.1 should be changed to include MIL-STD-1388-1A, MIL-STD-1388-2A, and MIL-STD-1561 B.</p>	2. Accepted	References to MIL-STD-1388 deleted.
		<p>3. Page 6, Para 3.2.7, Attachment II, data exhibit. Do items required per a CDRL also have to be identified as a line item in Article I? Need to explain how and when CDRLs are to be used unless covered in another standard or order.</p>	3. Accepted	The paragraph has been re-structured to clarify data exhibit requirements.
		<p>4. Page 11, Figure 2. The title "Article I, supplies and services to be furnished" should be identified on the DOT F 4200.2 above the Power Supply to identify the segment.</p>	4. Accepted	The forms are not referred to as "Article I" in the current standard.
		<p>5. Page 13, Para. 3e. The title "Supply Support" is not compatible with the contents. "Supply Support" should consist of such things as spare parts peculiar and site spares. The various provisioning lists should be under "Provisioning Technical documentation (PTD)". Also the provisioning lists may not be deliverables under NAILS. Instead, the LSAR would be a deliverable to the OLSA system, which in turn would produce the PTD in the formats required by provisioning.</p>	5. Accepted	Item 3g added.
		<p>6. Page 17, Article II, Delivery Schedule (Example). Example 6 shows the Logistics Support Analysis (LSA) with a delivery of 120 days after CDR. The LSA is an ongoing process throughout the life of the contract. The output products of the LSA are the deliverables.</p>	6. Accepted	The example has been deleted.

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AAC-400 cont.	Concur	<p>7. Page 20, Article IV, FOB and Destination Point (Example). The destination points listed in the examples need to be more specific and include the complete address. For example, items shipped to the FAA Depot must identify the organization within the FAA Depot (i.e. AAC-485, AAC-440 etc.) or, for items designated for Depot stock, must identify which stock (i.e. Mark For: F&amp;E Stock, Mark For: Operating Stock).</p> <p>8. Page 24, Para. 3.2.1.1.1. Proprietary data. This paragraph should also spell out that all documentation developed on this contract are property of the FAA and can be used as we see fit.</p> <p>9. Page 27, para. 3.2.2.1.5. If this Appendix is actually a "boilerplate" then this paragraph goes into too much detail. The ILS and LSA requirements should be tailored to each acquisition rather than a standard to cover everything. The ILS requirements applicable to an individual procurement should be identified by CDRLs and the SOW. This paragraph should be tailored to those requirements.</p>	7. Accepted	FOB point has been changed to agree with suggested rewrite.
			8. Not Accepted	This information should be contained in the contract.
			9. Accepted	Deleted the term "boilerplate." In Part